

EMERGENCY PREPAREDNESS COMMISSION

March 19, 2015

I. CALL TO ORDER

Meeting was called to order at 7:00 p.m.

Present: Don Clendenin, Nasir Lalani, Stephen Strauss, Tim Howard, Betty Reutter,
Jonathan Nakapalua, Mercedes Albana, Christine Tran, Roger Silveira

Excused: Mike Berryhill

Absent:

Liaison: Marsha Grilli

Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES

Motion: Howard

Second: Strauss

Ayes: All

IV. PUBLIC FORUM

None

V. ANNOUNCEMENTS/CORRESPONDENCE

- Senior Health Fair, May 14
- Make A Difference Day – Chamber Planning Meeting, March 24
- Commissioners Brunch, April 25
- Milpitas Special Olympics, April 25

VI. APPROVAL OF AGENDA

Modify: Strike items “Ongoing: J. ‘My Milpitas’ Mobile App Update”, and “ K. EPC Mission and Goals” from the agenda.

Motion to approve as Modified: Howard

Second: Reutter

Ayes: All

VII. PRESENTATION: NONE

VIII. STAFF REPORT:

- A. **SAFE UPDATE:** Refresher course for current SAFE team members April 22 in the classroom and May 2 at Randall School cache. New member SAFE Class to be held: August 2, 9 and 16.

IX. NEW BUSINESS:

- A. Budget Support: **ACTION ITEM:** Councilmember Grilli to work with OES Simonson to put together a budget request for approval by the City Managers Office. Chair Berryhill and Vice Chair Albana to put together a letter of request, outlining the cost and benefits to the residents of Milpitas.
- B. Adopt a Highway: **ACTION ITEM:** Vice Chair Albana to research what is involved and report to OES Simonson.

- C. Commissioner's Brunch: Send shirt size and guest for your attendance to OES Simonson

IX. UNFINISHED BUSINESS:

- A. Staffing EPC Booth and Food Festival: Free booth Sunday May 31, 10:00 – 6:00 pm. Commissioner Howard to put together the sign up sheet.
- B. By-laws: See draft via OES Simonson. **ACTION ITEM:** To go to Council.
- C. Chamber Mixer: decided as wrong venue for EPC.
- D. Town Hall Meeting: Post-poned to April 2016.

X. ONGOING/UPDATES

- A. EPC Flyers at City Facilities (Lalani & Albana): ongoing, no update
- B. Map Your Neighborhood (MYN): **ACTION ITEM:** Clendenin to develop pilot program targeting a small neighborhood. Clendenin to send OES Simonson the authorization to use MYN, for approval through Fire Chief and City Attorney's Office.
- C. Personal Emergency Plan (PEP): Reutter gave Nakapalua a copy of the disaster prep manual to "generalize" for masses. **ACTION ITEM:** Reutter to email to other commissioners for comment and edits by next EPC, May.
- D. SAFE Program Advancements Website (Reutter): ongoing, no update
- E. Community & Faith based Organizations (Lalani & Clendenin): Lalani reached out to faith based organization to do a short presentation and is waiting to get a date set.
- F. Social Media (Silviera): **ACTION ITEM:** needs access to Facebook page. Reach out to Berryhill. Forward photos to Silviera for posting to page.
- G. **ACTION ITEM:** OES Simonson to resend list of Commissioners to group.
- H. Recruiting for Upcoming SAFE Training (Chua): Commissioner Chua reached out to North Valley Baptist Church, doctor in San Jose, President of the Lions Club, the School District Advisory Commission, Library Commission. SAFE Class sign up online or through OES Simonson. **ACTION ITEM:** Councilmember Grilli to put Commissioner Chua in contact with the PTA President. **ACTION ITEM:** Update new SAFE member class on website.
- I. Emergency Preparedness Resource Website: one link an issue, **ACTION ITEM:** Commissioner Howard to send to OES Simonson for removal. Councilmember Grilli to have traffic statistics available at May EPC meeting.
- J. SAFE Team members Sport Center Use: SAFE Team member met with City Manager, requested new actuarial. A recommendation was made to support the SAFE Team's request. In hands of the City Managers Office. Strike from future agenda.

XI. FUTURE ITEMS

- A. Brainstorming for future drills scenarios: Reutter recommends expanding the drill to involve non emergency response community groups. Begin planning 2016 to involve more community. Sit in on EOC drill and make recommendations, get ideas.

XII. ADJOURNMENT

The meeting was adjourned at 8:27 p.m.